

**OneBayArea**

# **OneBayArea Grant Program**

**2012 Applicant Workshop**



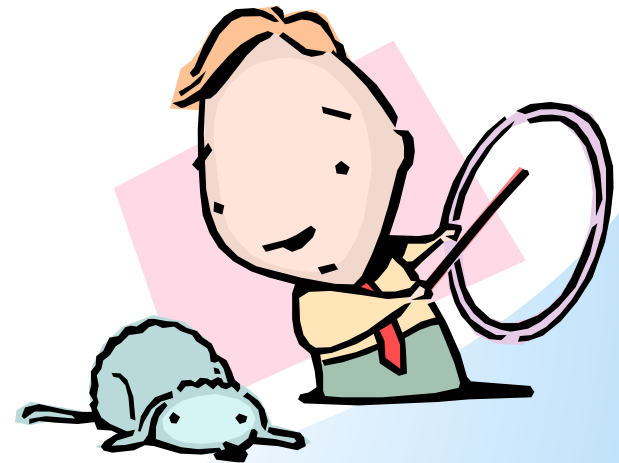
METROPOLITAN  
TRANSPORTATION  
COMMISSION



# \* What will we cover in this presentation?

Overview of the following:

- OBAG and the agencies involved.
- PDAs - What they are and how they affect this program.
- OBAG eligible projects types (Bike/Ped & TLC).
- Application process.
- Selection process.
- Programming process.
- Delivery requirements



# \* What is the OneBayArea Grant?

The OneBayArea Grant (OBAG) is a funding approach, initiated by the Metropolitan Transportation Commission (MTC) that integrates the region's federal transportation program with California's climate law (Senate Bill 375, Steinberg, 2008) and the Sustainable Communities Strategy.

# \* What is the intent of OBAG?

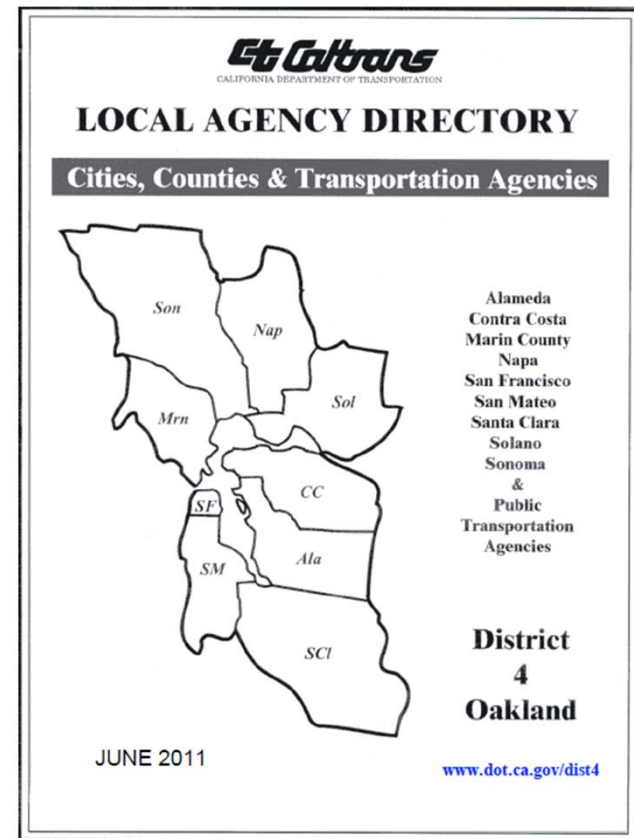
Funding is targeted toward steering local land-use and housing policies by:

- Rewarding jurisdictions that accept housing allocations through the Regional Housing Need Allocation (RHNA) process.
- Supporting the Sustainable Communities Strategy for the Bay Area by promoting transportation investments in Priority Development Areas (PDAs).

# \* Who is eligible to apply for OBAG funding?

Local Public Agencies that are eligible to receive Federal Highway Administration FHWA funds. Example:

- Cities and towns in San Mateo County
- The County of San Mateo
- San Mateo County Transit District (SamTrans)
- Peninsula Corridor Joint Powers Board (JPB)



<http://www.dot.ca.gov/dist4/ola/contact/sm.pdf>

# \* What sorts of projects are eligible for OBAG funding?

C/CAG has issued a call for the following programs:

- Transportation for Livable Communities (TLC) projects, and
- Bicycle and pedestrian improvement projects.

In order to promote transportation investments in Association of Bay Area Governments (ABAG) Priority Development Areas (PDAs), C/CAG is required to direct a minimum of 70% of its OBAG funding to projects in PDAs.

# \* What sorts of projects are eligible for OBAG funding?

Projects that support multi modal transportation such as Transportation for Livable Communities (TLC) projects and bicycle and pedestrian improvement projects.

In order to promote transportation investments in Association of Bay Area Governments (ABAG) Priority Development Areas (PDAs), C/CAG is required to direct a minimum of 70% of its OBAG funding to projects in PDAs.

# \* Transportation for Livable Communities (TLC)



## **Invest in transportation projects that:**

- Bring vibrancy to downtown areas, commercial cores, high density neighborhoods & transit corridors
- Enhance amenities & ambiance
- Make places where people want to live, work & visit

Investing in high impact projects that promote alternative transportation modes to the single-occupant automobile.





# \* Transportation for Livable Communities (TLC)



Project categories include:

- **Station Improvements** (i.e. plazas, station access, pocket parks, bicycle parking)
- **Complete streets improvements** - bike lanes/sharrows, sidewalk, bulb outs, etc.
- **Connectivity projects** -connecting high density housing/jobs/mixed use to transit (i.e. bicycle/pedestrian paths, bridges, safe routes to transit)
- **Streetscape projects** focusing on high-impact, multi-modal improvements or associated with high density housing/mixed use/transit
- **Storm water management** as part of a streetscape project (drainage cost associated with on-site storm water management, permeable pavement).

# \* Bicycle and Pedestrian Improvements



Funds a wide range of bicycle and pedestrian improvements including:

- Class I, II and III bicycle/ pedestrian facilities,
- Bicycle/ pedestrian education, outreach,
- Bicycle sharing and parking,
- Sidewalks, ramps, pathways, and pedestrian bridges,
- User safety and supporting facilities, and traffic signal actuation



Fund Source Note: CMAQ may not fund exclusively recreational facilities and hours of operation need to be reasonable to accommodate commuters.



# \* Where is the application?

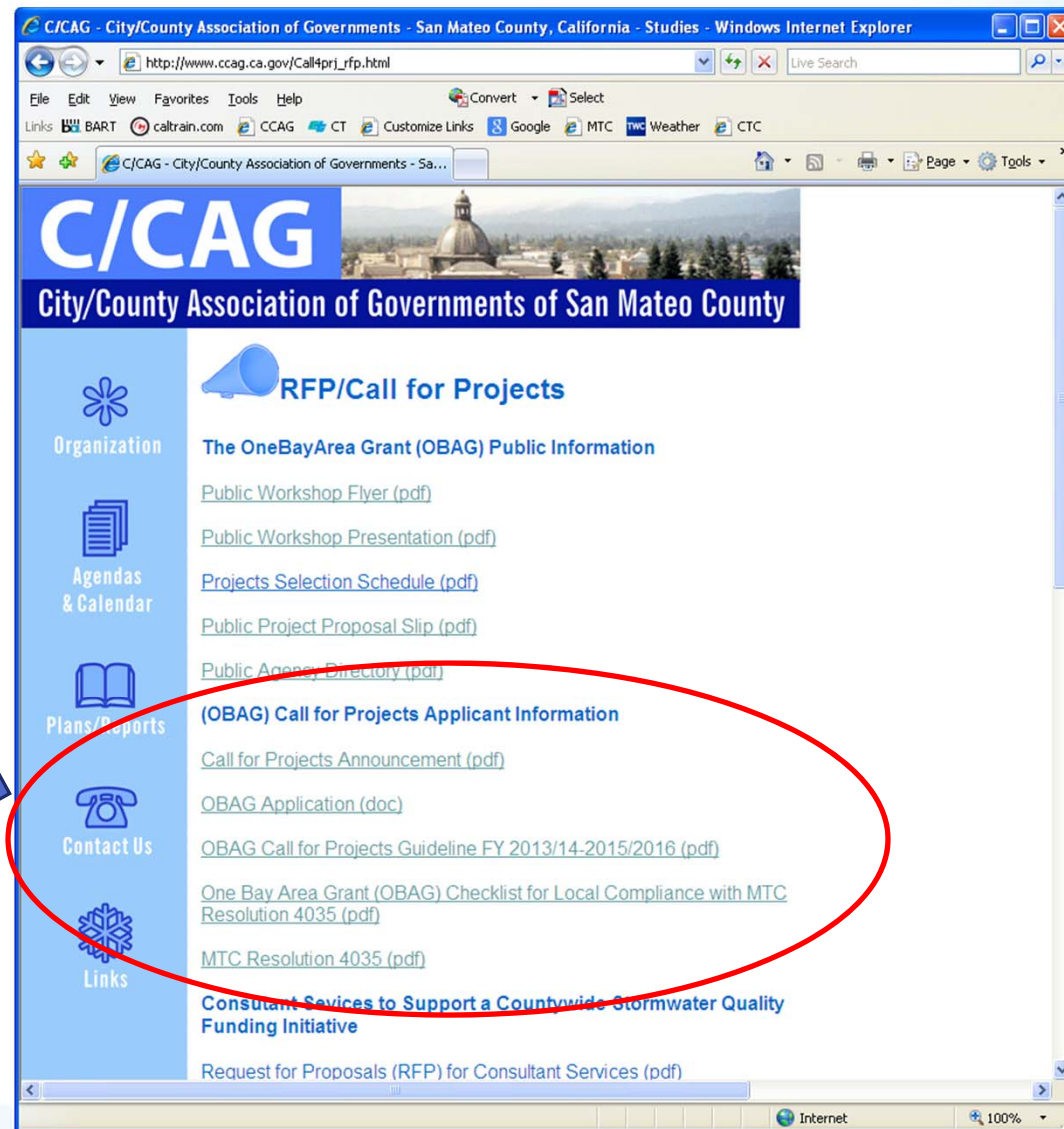
C/CAG has posted the following on the C/CAG website [http://www.ccag.ca.gov/Call4prj\\_rfp.html](http://www.ccag.ca.gov/Call4prj_rfp.html):

- Call For Projects Announcement
- Call For Projects Application
- C/CAG OneBayArea Grant (OBAG) Call For Projects Guidelines Fiscal Years 2013/2014-2015/2016
- One Bay Area Grant (OBAG) Checklist for Local Compliance with MTC Resolution 4035
- MTC Resolution 4035

# \* Where is the application?

Application forms and announcements are posted here.

Keep in mind the scoring criteria listed in the Guidelines.





# \* When is it due?

Applications are due December 14, 2012 at 5:00p.m.

Keep in mind application instructions e.g. number of copies and scoring criteria.

## C/CAG-ONEBAYAREA-GRANT-PROGRAM APPLICATION FOR FISCAL YEARS 2012/2013--2015/2016

### Section 1: General Project Information

#### 1) General Project Information

Sponsor Agency:

Implementing Agency:

Funds Requested:

Minimum \$250,000  
Maximum \$1,000,000

#### Note:

- Maximum amount that can be awarded per Agency is \$1,000,000
- In a unique situation (e.g. non-infrastructure project) the C/CAG Board has the discretion to fund a \$100,000-\$250,000 project

#### 2) Choose only one of the following programs to apply to:

- ☐ Transportation for Livable Communities (TLC) Program
- ☐ Bicycle and Pedestrian Improvement Program

Overall CDBG and CDBG-DR Eligibility		C/CAG OneBayArea Grant (C/CAG) Call for Projects Guidelines Fiscal Years 2012/2013--2015/2016	
MTC/CDBG Program Goals	MTC's funding approach to better integrate the region's federal transportation program with California's climate law (Senate Bill SB 375, Serrano, 2008) and the Sustainable Communities Strategy. CDBG program goals direct funding to reward local agencies that support regional land use and housing policies.		
70% of CDBG Funds spent in PDAs	MTC requires a minimum of 70% of all CDBG funds be invested in NAAI approved Priority Development Areas (PDAs).		
Timely Use of Funds	Countywide, half of all CDBG funds must be submitted for construction obligation by January 1, 2013. All Preliminary Engineering (PE) funds must be submitted for obligation by January 1, 2013. All remaining CDBG funds must be submitted for construction obligation by January 1, 2016.		
Single Point of Contact	Every recipient of funds will need to identify a single point of contact for the implementation of all NAAI administered funds within that agency. This person must have sufficient knowledge in the federal aid delivery process to coordinate issues and questions that may arise from project inception to project close-out.		
Mode and Pedestrian Improvements		Transportation for Livable Communities	
Program Goals	<ul style="list-style-type: none"><li>Encourage active transportation.</li><li>Build out the bicycle and pedestrian network.</li><li>Reduce vehicle trips.</li></ul>	<ul style="list-style-type: none"><li>Create enjoyable and safe multi-modal experiences.</li><li>Facilitate multi-modal mobility.</li><li>Improve connections between alternative modes of transportation.</li><li>Enhancements that create a "sense of place" to downtown areas, commercial cores, high density neighborhoods, and transit corridors.</li></ul>	
Eligible Types of Projects	<ul style="list-style-type: none"><li>New construction and major reconstruction of paths, tracks, or areas for the use by pedestrian or other non-motorized means of transportation when economically feasible and in the public interest.</li><li>Permanent bicycle racks.</li><li>Other Improvements include built-out, sidewalk widening, crosswalk enhancements, audible signal modification, mid-block crossings, pedestrian street lighting, pedestrian medians and refuge.</li><li>Signal modification for bicycle detection.</li><li>Secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas.</li><li>Outreach and educational programs.</li><li>Note: Fund source is limited to reduce vehicle trips and must not fund exclusively recreational projects.</li></ul>	<ul style="list-style-type: none"><li>A combination of streetscape improvements such as improved sidewalks, street furniture and fixtures, pedestrian scaled lighting, way finding signage, landscaping, and bicycle pedestrian treatments that create a "sense of place."</li><li>Other Improvements include built-out, sidewalk widening, crosswalk enhancements, audible signal modification, mid-block crossings, pedestrian street lighting, pedestrian medians and refuge.</li><li>Streetscape Improvements should strengthen the connection and facilitate the use of alternate modes of transportation.</li><li>Storm water management as part of a streetscape project (drainage, curbs associated with on-site storm water management, permeable pavements).</li></ul>	
Minimum Screening Requirements			
CDBG	Project must be for new or expanded transportation project. Maintenance projects are not allowed.		
Construction Phase	Project cannot be a design only project. Project funds may cover some design cost but project must include a fully funded construction phase. Non-Infrastructure projects (e.g. Educational and Outreach) are federally categorized as a construction phase.		
Map project location in relation to a PDA	All project locations must be mapped. Projects not located directly in a PDA must show where project is located in proximity to a PDA. See definition of "proximate access to a PDA" on call for projects announcement. See scoring criteria for further information.		
Online Complete Street Checklist	The Complete Streets online checklist must be completed for each project application.		
Minimum Local Match	Federally required 21.47% of total project cost in local funds (non-federal).		
Local Match Limitations	No "in-kind" match allowed. The minimum cash match is required for each "obligated" phase.		
Eligible Applicants	Federally recognized local agencies in San Mateo County (e.g. Cities, County, San Mateo County Transportation Authority, San Mateo County Transit District).		
Minimum/Maximum Grant Size	Minimum \$250,000 per project*. Maximum allowable grant funds per jurisdiction is \$1,000,000 (for both programs).		
Housing Element	Applicant agency is required to have its general plan housing element adopted and certified by the California Department of Housing and Community Development (HCD) for 2007-14 RHA prior to January 15, 2014. A city may also provide a time extension approval from the Joint MTC Planning / NAAI Administrative Committee, however funds will not be programmed until the housing element is approved by HCD.		
Complete Streets Resolution or Letter	Applicant agency must address complete streets policies at the local level through the adoption of a complete streets policy resolution no later than January 15, 2014. A jurisdiction can also meet this requirement through a general plan that complies with the Complete Streets Act of 2008. C/CAG will accept a letter of certification from jurisdiction whose general plan is in compliance with the Complete Streets Act of 2008.		
Scoring Criteria		Maximum Score	
Location in relation to a Priority Development Area	Projects are located in a PDA or in proximity to a PDA (Note: MTC mandates that 70% of all CDBG funds are to be located in a PDA or in proximate access to a PDA) (in a PDA - 10pts, in proximate access to a PDA - 5pts)	10	
	Justification formula based on MTC CDBG distribution factors, which is based on population, RHA, and housing production.	1 to 5	
	Project is located in or near an affordable housing PDA.	2	
Location in a BAY Area CDBG Communities	If project is in a BAY Area defined CDBG community, mitigation measures are in place to reduce incident exposure to particulate matter.	-2 to 2	
Community of Concern	Project location in relation to Communities of Concern (COC) as defined by MTC or locally identified as part of Community Based Transportation Plans. Project is identified in one of the Community Based Transportation Plans developed in San Mateo County or the Countywide Transportation Plan for Low Income Communities. (Project is in a CRTP - 5pts, Project is located in a COC - 5pts)	10	
User Benefit	Project has a high need Project is a safety project Project is expected to have high use Project is expected to have a high return on investment Project meets the intent and goals of the program (Bike/Walk or TLC)	18	
Planning	Project is listed in an adopted planning document (e.g. bike plan, pedestrian plan, or area planning document).	5	
Connectivity	Project connects or improves access to housing/jobs/ "high quality" transit Project connects a gap in a bicycle or pedestrian network. Project encourages multi-modal access with a "complete streets" approach.	18	
Support	Project has council approval and community support.	10	
Match Funds	Project meets the minimum match for the project (21.47% - 20%, 25-40% - 10%, 40%-45% - 7 pts, 45%- 10pts)	10	

# \*What FHWA will pay for:

- \* Construction contract cost

- \* Direct staff cost  
(indirect cost must be pre-approved by Caltrans)

- \* Project design  
(must receive obligation prior to design for this)

- \* Construction engineering (up to ~15%)

- \* Traffic control

- \* Erosion and dust control measures

- \* Mobilization

Advertising a project prior to authorization (E-76) will jeopardize funds.

FHWA will not participate in any design work done prior to E-76, work not cleared by NEPA, or work not covered under the Field Review.



# \* MTC Requirements from Resolution No. 4035



\* General plan housing element adopted & certified by the California Department of Housing and Community Development (HCD) for 2007-14 RHNA prior to January 31, 2013.

\* Complete streets policies at the local level through the adoption of a complete streets policy resolution no later than January 31, 2013 or a general plan that complies with the Complete Streets Act of 2008. (We need copied pages of the General Plan that shows this)



# \*MTC Required Certifications

“One Bay Area Grant (OBAG) Checklist for Local Compliance with MTC Resolution 4035 (pdf)”

This contains a certification for the following:

1. Compliance with Complete Streets Act of 2008
2. Housing Element Certification

Needs to be signed by  
City Manager or  
Administrator or  
Designee

Please fill out the following form.

Highlight Fields

For Receipt of Fiscal Years 2012–13 through 2015–16 One Bay Area Grant Funds  
Reporting Period: Calendar Year 2013

Reporting Jurisdiction:

**One Bay Area Grant (OBAG) Checklist for  
Local Compliance with MTC Resolution No. 4035**

Re: Federal Cycle 2 Program Covering FY 2012-13 through FY 2015-16

The intent of this checklist is to delineate the requirements included in the OBAG Grant Program related to the PDA Investment and Growth Strategy (Appendix A-6), the Performance and Accountability Policies and OBAG Call for Projects Guidance (Appendix A-5). This checklist must be completed by Local Jurisdictions and submitted to the CMA to certify compliance with the OBAG requirements listed in MTC Resolution No. 4035.

This checklist serves as an instrument for assessing local compliance with OBAG requirements as set forth in Resolution 4035, adopted by MTC on May 17, 2012.

**1. Compliance with the Complete Streets Act of 2008**

a. Has the local jurisdiction either: ☐ Yes ☐ No ☐ N/A

1. Adopted a complete streets policy resolution no later than January 31, 2013, or



# \* MTC Complete Streets Checklist

- C/CAG requires all projects to be entered into the Complete Streets Checklist as part of the application process.
- <http://completestreets.mtc.ca.gov/>
- Similar to previous Cycle inputs but required earlier this cycle.

http://completestreets.mtc.ca.gov/projects

Complete Streets [log in](#)

[Home](#) [Projects](#) [Checklists](#)

Logged out. Thank you.

**Projects**

Displaying projects 1 - 24 of 191 in total

« Previous 1 2 3 4 5 6 7 8 Next »

**Find Projects**

Name

Description

Sponsor

County

Year

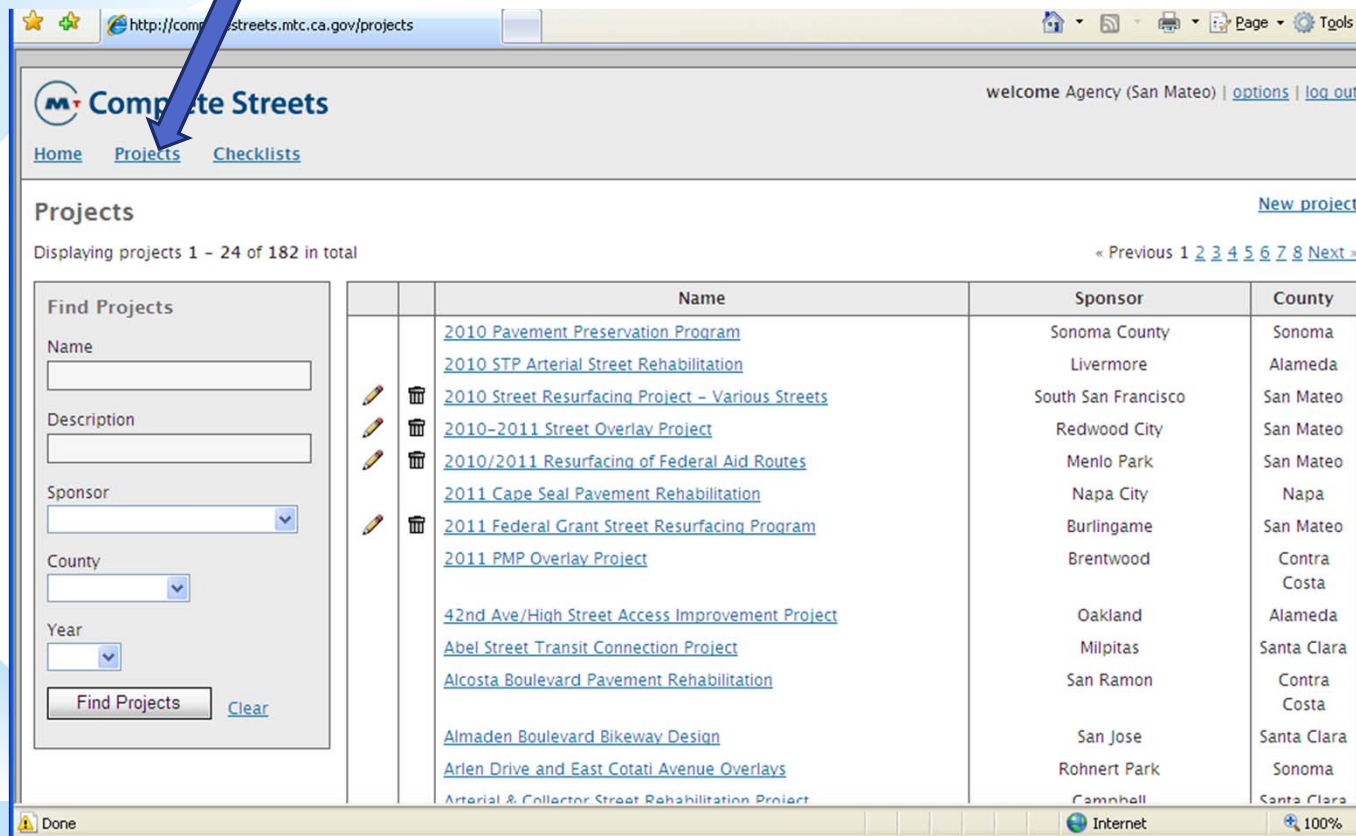
Name	Sponsor	County
<a href="#">2010 Pavement Preservation Program</a>	Sonoma County	Sonoma
<a href="#">2010 STP Arterial Street Rehabilitation</a>	Livermore	Alameda
<a href="#">2010 STP Arterial Street Rehabilitation</a>	Livermore	Alameda
<a href="#">2010 STP Arterial Street Rehabilitation</a>	Livermore	Alameda
<a href="#">2010 STP Arterial Street Rehabilitation</a>	Livermore	Alameda
<a href="#">2010 STP Arterial Street Rehabilitation</a>	Livermore	Alameda
<a href="#">2010 Street Resurfacing Project - Various Streets</a>	South San Francisco	San Mateo
<a href="#">2010-2011 Street Overlay Project</a>	Redwood City	San Mateo
<a href="#">2011 Federal Grant Street Resurfacing Program</a>	Burlingame	San Mateo
<a href="#">2011 PMP Overlay Project</a>	Brentwood	Contra Costa
<a href="#">42nd Ave/High Street Access Improvement Project</a>	Oakland	Alameda
<a href="#">Alcosta Boulevard Pavement Rehabilitation</a>	San Ramon	Contra Costa

For Login and Password

Login : Agency  
Password: password

# \* MTC Complete Streets Checklist

May need to select this to get the "New" Project option to show up



http://completestreets.mtc.ca.gov/projects

**Complete Streets** welcome Agency (San Mateo) | [options](#) | [log out](#)

[Home](#) [Projects](#) [Checklists](#)

**Projects** [New project](#)

Displaying projects 1 - 24 of 182 in total [« Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next »](#)

**Find Projects**

Name

Description

Sponsor

County

Year

[Clear](#)

	Name	Sponsor	County
	<a href="#">2010 Pavement Preservation Program</a>	Sonoma County	Sonoma
	<a href="#">2010 STP Arterial Street Rehabilitation</a>	Livermore	Alameda
	<a href="#">2010 Street Resurfacing Project - Various Streets</a>	South San Francisco	San Mateo
	<a href="#">2010-2011 Street Overlay Project</a>	Redwood City	San Mateo
	<a href="#">2010/2011 Resurfacing of Federal Aid Routes</a>	Menlo Park	San Mateo
	<a href="#">2011 Cape Seal Pavement Rehabilitation</a>	Napa City	Napa
	<a href="#">2011 Federal Grant Street Resurfacing Program</a>	Burlingame	San Mateo
	<a href="#">2011 PMP Overlay Project</a>	Brentwood	Contra Costa
	<a href="#">42nd Ave/High Street Access Improvement Project</a>	Oakland	Alameda
	<a href="#">Abel Street Transit Connection Project</a>	Milpitas	Santa Clara
	<a href="#">Alcosta Boulevard Pavement Rehabilitation</a>	San Ramon	Contra Costa
	<a href="#">Almaden Boulevard Bikeway Design</a>	San Jose	Santa Clara
	<a href="#">Arlan Drive and East Cotati Avenue Overlays</a>	Rohnert Park	Sonoma
	<a href="#">Arterial &amp; Collector Street Rehabilitation Project</a>	Campbell	Santa Clara


Done Internet 100%

First input a New Project

# \*MTC Complete Streets Checklist

May need to select this to get the "New" Checklist option to show up

Next input in a New Checklist


**Complete Streets**
welcome Agency (San Mateo) | [options](#) | [log out](#)

[Home](#)
[Projects](#)
[Checklists](#)

## Checklists

Displaying checklists 1 – 24 of 260 in total

[New checklist](#)

« Previous 1 2 3 4 5 6 7 8 9 10 11 Next »

### Find Checklists

Name

Status



















Project


City

County

Year

[Clear](#)

	Project	Checklist	City	Status
 	<a href="#">2010 Pavement Preservation Program</a>	<a href="#">2010 Pavement Preservation Program</a>	Sonoma County	Approved
 	<a href="#">2010 Street Resurfacing Project – Various Streets</a>	<a href="#">2010 Street Resurfacing Project – Various Streets</a>	South San Francisco	Approved
 	<a href="#">2010–2011 Street Overlay Project</a>	<a href="#">2010–2011 Street Overlay Project</a>	Redwood City	Approved
 	<a href="#">2010/2011 Resurfacing of Federal Aid Routes</a>	<a href="#">2010/2011 Resurfacing of Federal Aid Routes</a>	Menlo Park	Submitted
 	<a href="#">2011 Cape Seal Pavement Rehabilitation</a>	<a href="#">2011 Cape Seal Pavement Rehabilitation Project</a>	Napa	In Progress
 	<a href="#">2011 Federal Grant Street Resurfacing Program</a>	<a href="#">2011 Federal Garnt Street Resurfacing Program</a>	Burlingame	Approved
 	<a href="#">Citywide Overlay Project</a>	<a href="#">2011 Federal Overlay At Various Locations</a>	Santa Rosa	Approved
 	<a href="#">2011 PMP Overlay Project</a>	<a href="#">2011 PMP Overlay project</a>	Brentwood	Approved
 	<a href="#">Star Intersection and San Pablo Avenue at 40th Street Transit Hub Bicycle/Pedestrian</a>	<a href="#">40th Street and San Pablo Avenue</a>		Approved

 Done, but with errors on page.
 Internet 100%

# \*MTC Complete Streets Checklist

http://completestreets.mtc.ca.gov/checklists/new

Complete Streets

welcome Agency (San Mateo) | [options](#) | [log out](#)

[Home](#) [Projects](#) [Checklists](#)

### New Checklist

[Cancel](#)

Name

Description

Status ☒ In Progress ☐ Submitted

Project 2010 Street Resurfacing Project - Various Streets

City 2010-2011 Street Overlay Project

Contact Name 2010/2011 Resurfacing of Federal Aid Routes

Contact Phone 2011 Federal Grant Street Resurfacing Program

Contact Email Bair Island Bay Trail Improvement

Contact Address Burlingame Priority Development Area Business District Lighting

1a What accommodations for bicycles and pedestrians are now included on the current facility and on facilities that it intersects or crosses?

Citywide Accessibility Improvements

Crystal Springs Regional Trail South of Dam Project

Delaware Street Bike Lane and Streetscape Improvements

East Side Community/Transit Connectivity Project

El Camino Real & Victoria Ave Pedestrian Crossing

El Camino Real Phase I Improvement

FY 2010-2011 Various Federal-Aid Street Pavement Rehabilitation Project

FY 2010/11 Street Rehabilitation on Federal Aid Routes

Highway 1 Bicycle/Pedestrian Trail

Howard Avenue, Club Drive, and Elm Street Pavement Rehabilitation

Junipero Serra Boulevard, Hoffman Street, and San Pedro Road Rehabilitation

Lighted Crosswalk Replacements

Mission Road/Evergreen Drive Traffic Signal Project

Resurfacing of Pescadero Creek Road

Resurfacing of Various Streets in the Ladera, North Fair Oaks, District 4 and Palomar Park Areas of San Mateo County

San Bruno Various Streets Resurfacing

Santa Cruz Ave Sidewalk Project

Skyway Rd & Shoreway Rd Bike route improvement project

South San Francisco Regional Gap Closure Project

SR 92/ US 101 Interchange Improvement

Done, but with errors on page.

Make sure this matches the Project Name that you created in the previous slide

# \* Mapping Requirements

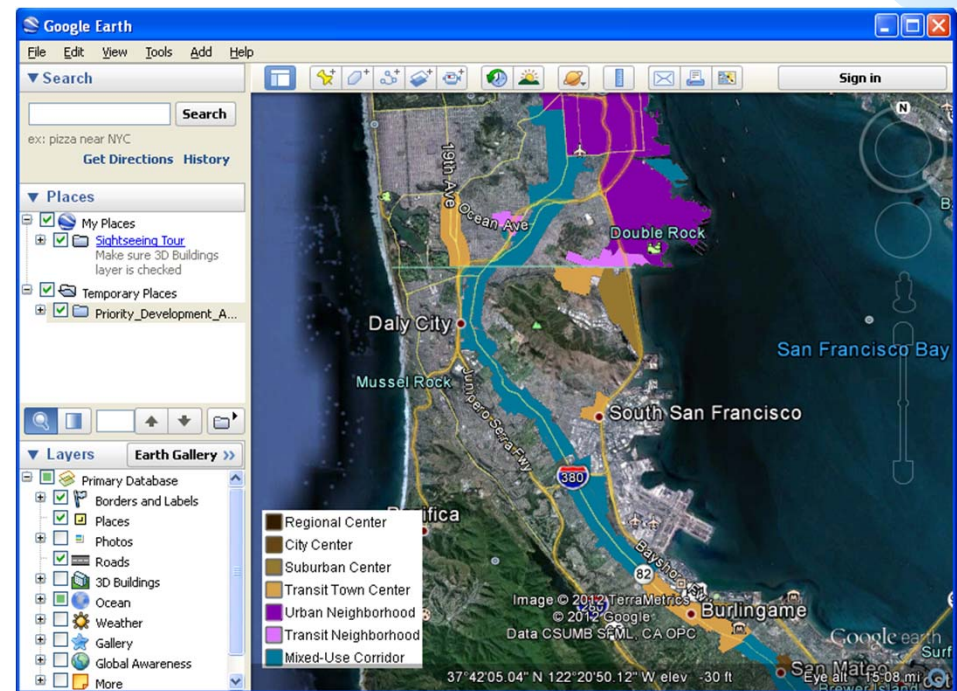
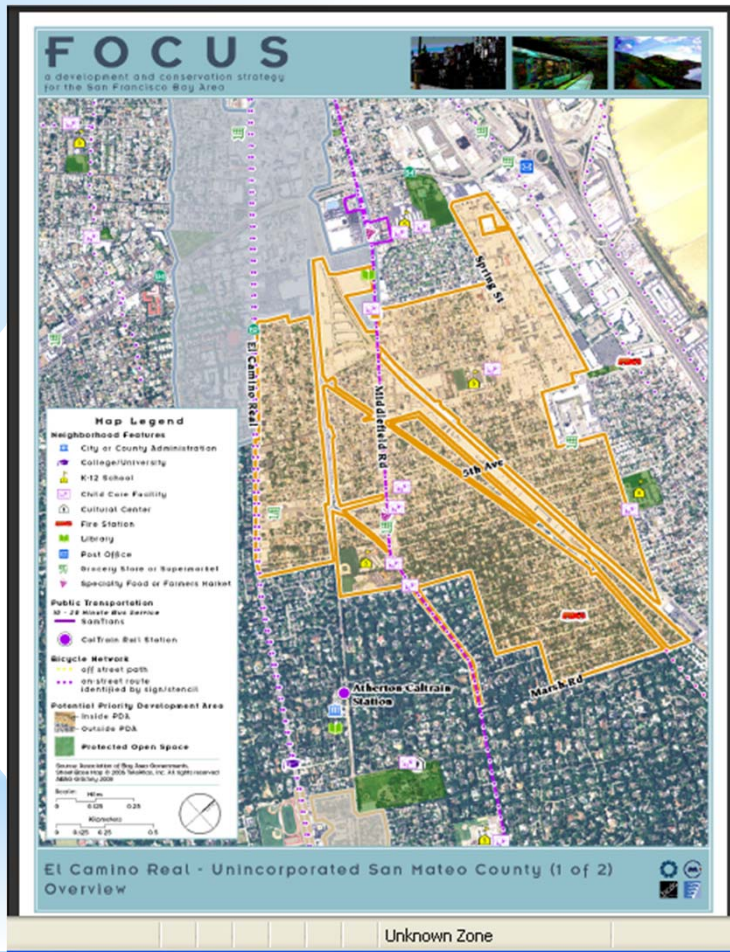
- \* All project locations must be mapped.
- \* Projects not located directly in a PDA must show where/ how project is located in proximity to a PDA per C/CAG adopted definition of "proximate access to a PDA."





# \* Mapping Requirements

ABAG has multiple maps that show PDAs. MTC requires projects in “proximate access to a PDA” to be mapped and accompanied with policy justification.



<http://www.bayareavision.org/pda/san-mateo-county/>

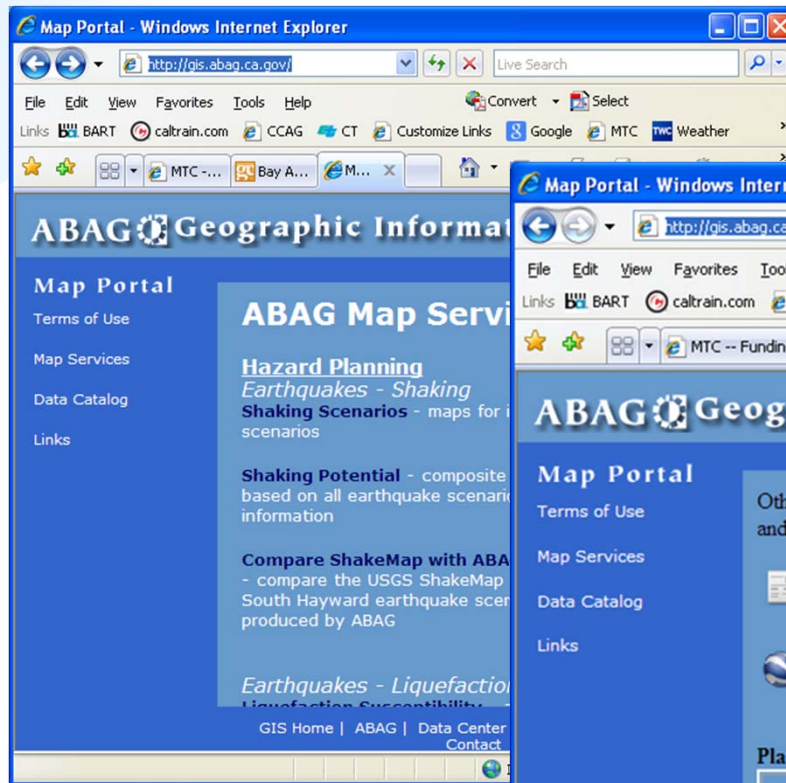
<http://gis.abag.ca.gov/>

# \* Mapping Requirements

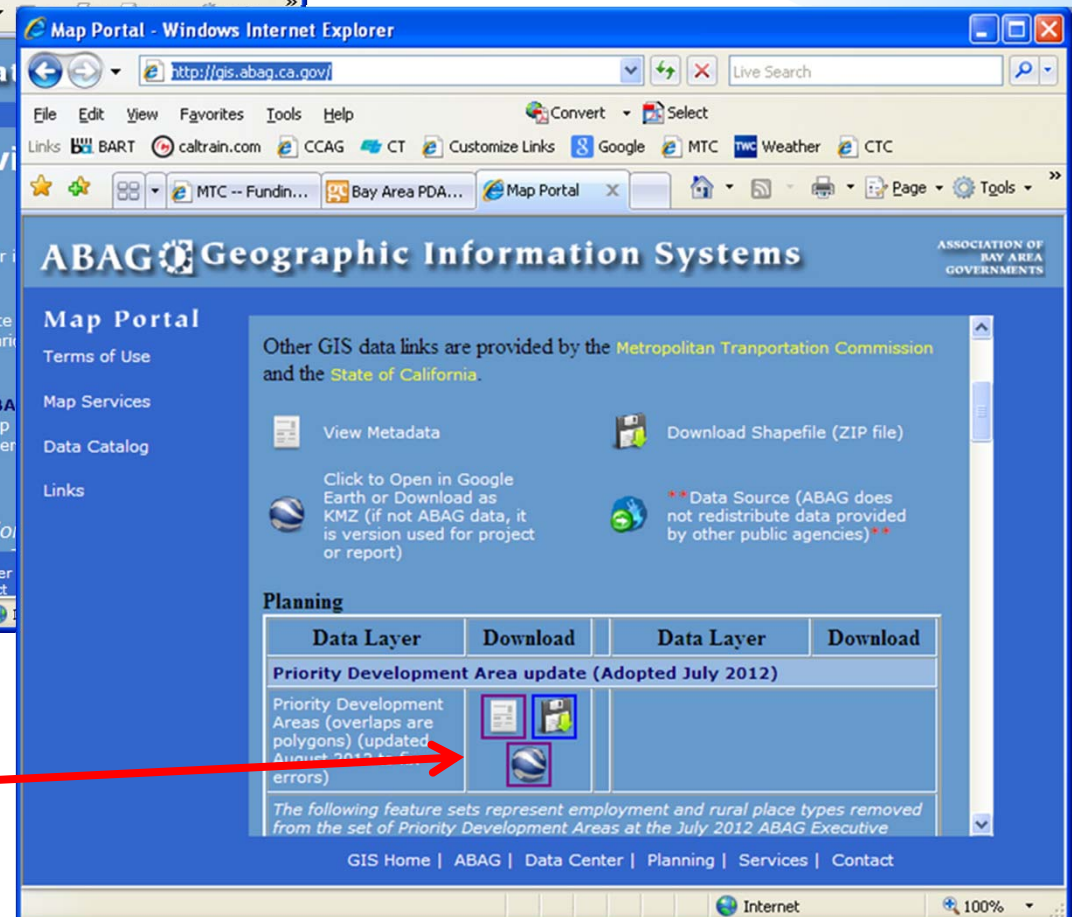
ABAG says this is the latest

<http://gis.abag.ca.gov/>

Select Data  
Catalog

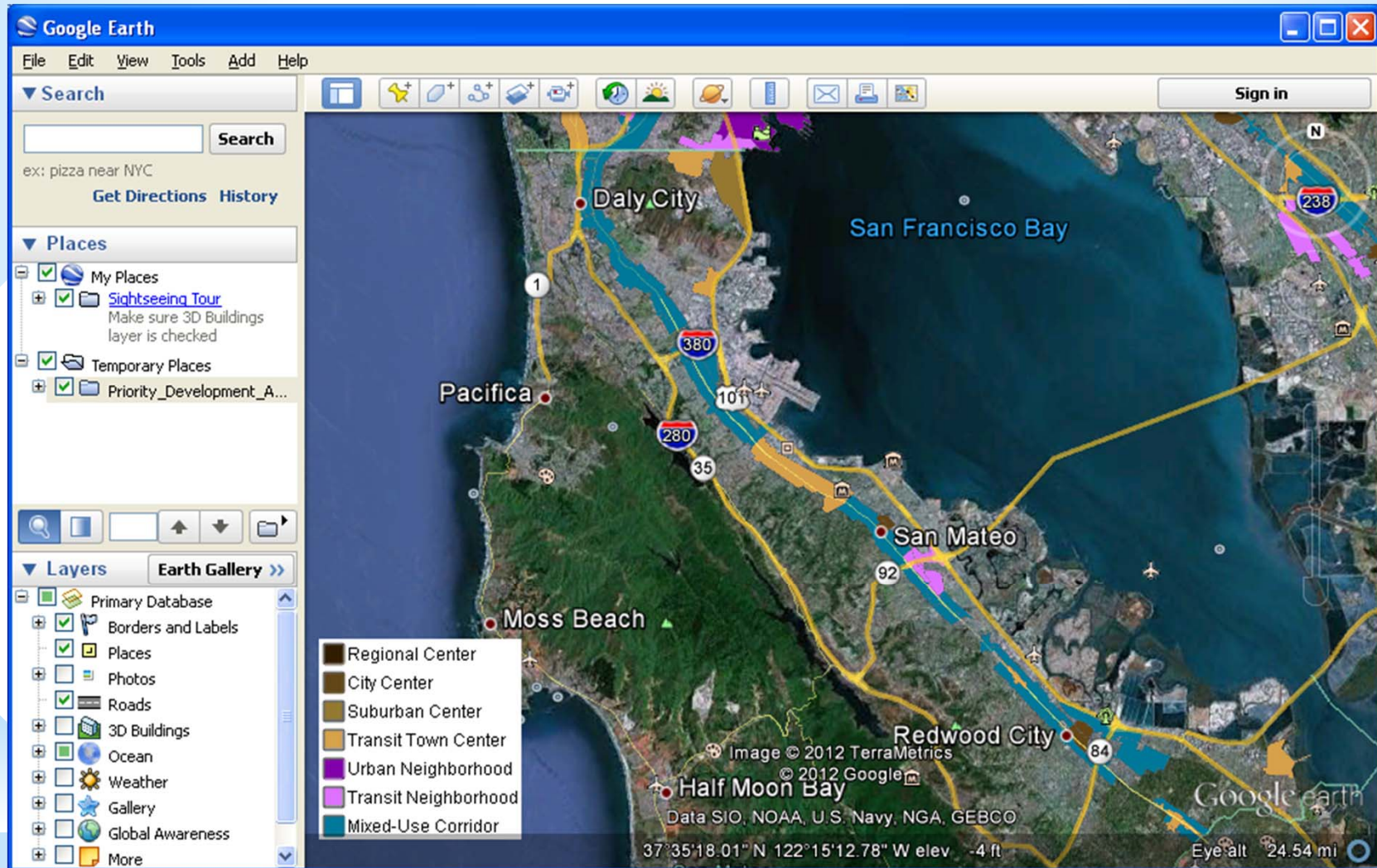


Select PDA  
Areas





# \* Mapping Requirements





# \* How is C/CAG going to select projects?

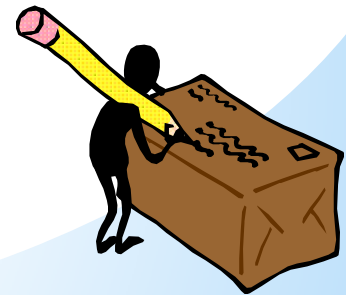


1. A Call for Projects is announced to all eligible applicants.
2. Project sponsors submit project applications to C/CAG.
3. Staff screens the project applications for minimum eligibility requirements.
4. We forward applications to appropriate scoring committees for project ranking. The C/CAG Bicycle Pedestrian Advisory Committee (BPAC) ranks Bike/ Ped projects and the TLC scoring committee ranks TLC projects.



# \* How is C/CAG going to select projects?

5. Ranked TLC projects will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) and Environmental Quality Committee (CMEQ) for review and recommendation to the C/CAG Board. Bike/Ped projects go directly from BPAC to the C/CAG Board.
6. The C/CAG Board adopts the list of projects.
7. We forward the list of projects to MTC and begin the programming process.



# \* How does the 70%/30% affect selected projects?

Example:

Projects are funded according to rank until appropriate fund type is exhausted.

Ranked projects:

- 1 Project A (PDA)
- 2 Project B (Not PDA)
- 3 Project C (PDA)
- 4 Project D (Not PDA)
- 5 Project E (PDA)
- 6 Project F (Not PDA)
- 7 Project G (PDA)
- 8 Project H (PDA)
- 9 Project J (PDA)
- 10 Project K (Not PDA)

Funds available for Non PDA projects is exhausted

Funds still available for PDA projects.  
So PDA projects get funded

Funds for PDA projects is exhausted.

Definition of proximate access helps to increase the number of "PDA" projects

# \* My Project is selected for funding now what?

Once projects have been selected for funding you will need to program the projects with MTC.

We cannot program your project if you don't have the housing element or the complete street requirement in place.

# \* MTC Programming Requirements

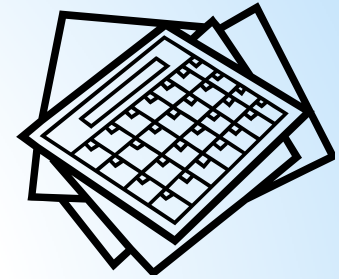
- \* Regional Transportation Plan Consistency
- \* FMS TIP Entry
- \* Resolution of Local Support

[http://www.mtc.ca.gov/funding/STPCMAQ/STP\\_CMAQ\\_LocalSupportReso.doc](http://www.mtc.ca.gov/funding/STPCMAQ/STP_CMAQ_LocalSupportReso.doc)

- \* At least ½ funds delivered in FY 14/15 and the rest delivered by FY 15/16
- \* Minimum grant size \$250,000 must add match.  
(e.g. minimum project size is  $\$250K / 88.53\% = \sim \$283K$  rounded to 1,000s)
- \* 70% of OBAG funds in a PDA
- \* \*\*\*Deadlines\*\*\*



# \* MTC Deadlines from Resolution No. 4035



\* General plan housing element adopted & certified by the California Department of Housing and Community Development (HCD) for 2007-14 RHNA prior to January 31, 2013 or a time extension approval from the Joint MTC Planning/ABAG Administrative Committee. Funds will not be programmed until the housing element is approved by HCD.

\* Complete streets policies at the local level through the adoption of a complete streets policy resolution no later than January 31, 2013 or a general plan that complies with the Complete Streets Act of 2008.



# \* FMS TIP Entry

We will need you fill in a row for every project to program. Similar to ARRA and Cycle 1.

Project types will be TLC or Bike/Ped (RBP)

F11      fx      =F10

METROPOLITAN TRANSPORTATION COMMISSION Oak Bay Area Grant and Regional Safe Routes to School Funding 10/1/2012																						
SAN MATEO COUNTY																						
Code	Responsible Agency (Agency/Division/Section)	Project Name	Project Location (Include specific street mile if applicable)	Description of Work	TIP ID (Use existing projects)	STP ID	Phase	STP Program Year	Other Local Funding	Other Regional Funding	Other State Funding	Other Federal Funding	STP - OBAG	OBAG - OBAG	TE - OBAG	Total OBAG by Phase	Total OBAG by Project	Regional TRB Funding	Total OBAG by Region	Total Project Cost		
CHS Planning Support (Bicycle BSS) implementation in San Mateo													\$1,075,000				\$1,075,000	100%	\$1,075,000	\$1,075,000		
1		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
2		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
3		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
4		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
5		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
6		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
7		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
8		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		
9		Select One					PE: Select One													Select One		
							BOU: Select One													Select One		
							COM: Select One													Select One		

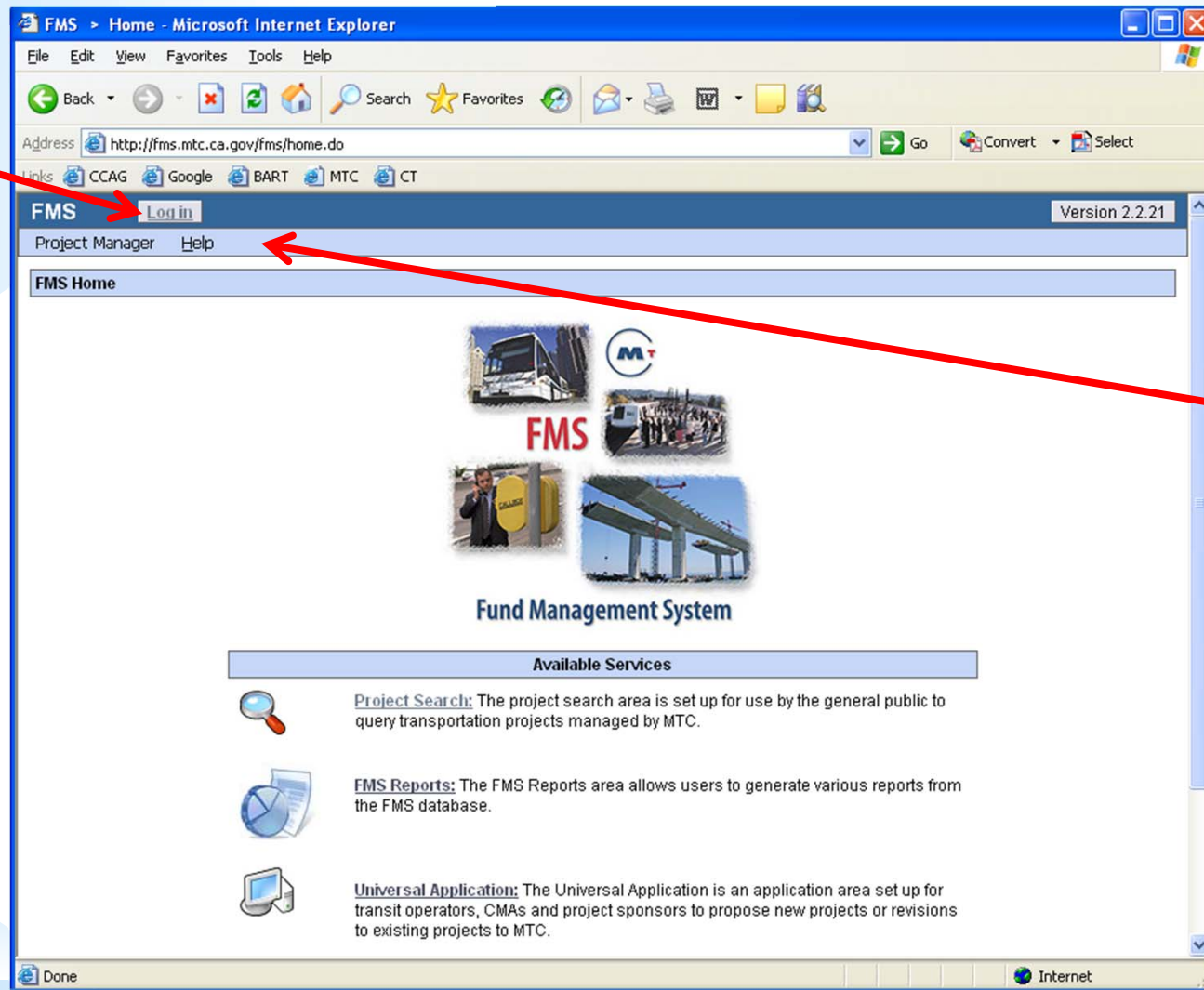
Ready      50%



# \* FMS TIP Entry

FMS entry due July 12, 2013

Log in

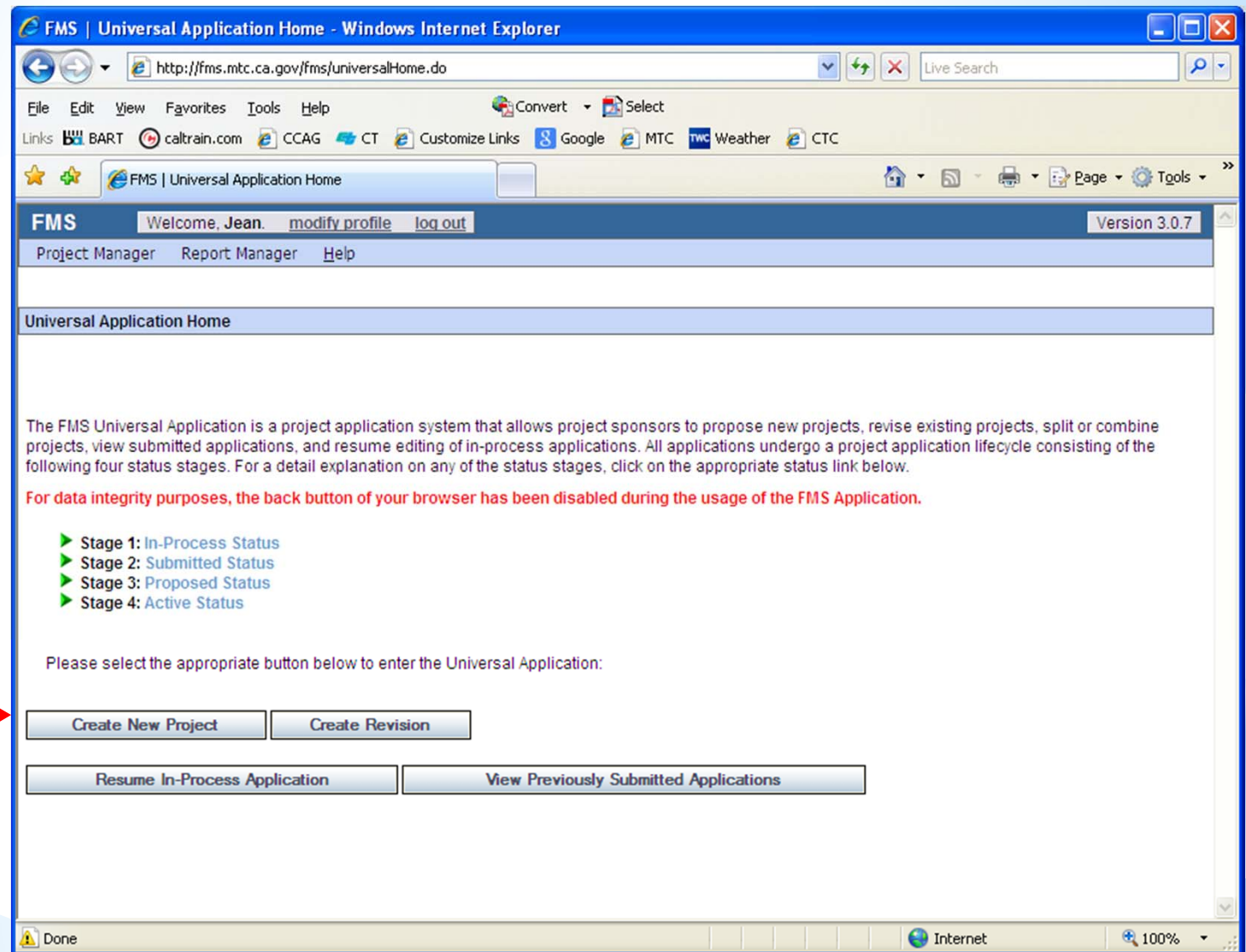


All agencies should have someone who can log on. Under Help you can contact MTC to request an account.

<http://fms.mtc.ca.gov/fms/home.do>



# \* FMS TIP Entry



Create a  
new project

# \* FMS TIP Entry

Note that information is required under multiple tabs

**FMS | Funding - Windows Internet Explorer**

URL: <http://fms.mtc.ca.gov/fms/listProjectFundingAction.do?projectVersionSeq=19567>

**VIEW PROJECT: San Mateo County Traffic Incident Management**

Project Detail | **Funding** | Contacts | Location | Lineage | Comments | Delivery Milestones | Screening Criteria | Project Documents | Air Quality | << Back to project search results

TIP ID: SM-070037    Status: ACTIVE    County: San Mateo    Project name: San Mateo County Traffic Incident Management  
 FMS ID: 4031.00    Version: 8    Implementing Agency: CCAG    Sponsor: CCAG

Fund Monitoring Last Updated By: [kkao@mtc.ca.gov](mailto:kkao@mtc.ca.gov) On 03/30/2012 For Funding with Programmed Amount 515,000

	Fund Code	Phase	Appn Year	Program Year	Prog Amount	Fund No	Dist	EANO	PPNO	CTC Allocation Date	CTC Allocation Amount	Prefix	Fed Proj ID	FHWA Obligation Date	FHWA Oblig Amount	FTA Grant No.	FTA Grant Date	FTA Grant Amount	Toll Credit %	Toll Credit Amount
<a href="#">View</a>	CMAQ-T3-3-RO	PSE	2009	2009	367,000		04	4A9208L					6419007	01/28/2009	367,000					
<a href="#">View</a>	OTHER LOCAL	PE	2009	2009	150,000															
<a href="#">View</a>	RIP-T3-08-SM-ST	PSE		2009	2,000,000				2140F	10/30/2008	2,000,000									
<a href="#">View</a>	RIP-T3-08-SM-ST	CON		2011	7,500,000		04		2140F	01/20/2011	5,270,000									
<a href="#">View</a>	PROP-1B-TLSP	CON		2011	8,000,000															
<a href="#">View</a>	RIP-T3-08-SM-ST	PSE		2010	1,000,000		04		21240F											
<a href="#">View</a>	SALESTAX-MEASURE-SM	CON		2011	3,000,000		04		2140F											
<a href="#">View</a>	OTHER LOCAL	CON		2010	1,000,000		04		2140F											
<a href="#">View</a>	OTHER LOCAL	PE		2010	200,000		04	4A920	2140F											
<a href="#">View</a>	OTHER LOCAL	PSE		2010	50,000															
<a href="#">View</a>	OTHER LOCAL	ROW-CT		2010	10,000		04	4A920	2140F											

Done, but with errors on page.

**Funds should be rounded to thousands**

# \* FMS TIP Entry

Air Quality Tab is important. This will hold up your obligation if left blank.

Make sure that Step 1 status is completed and says project is exempt.

Task force will meet and make a determination. Then you get an email.

Save the email you will need it to obligate funds later.

FMS | Air Quality

Project Detail Funding Contacts Location Lineage Comments Delivery Milestones Screening Criteria Project Documents **Air Quality**

TIP ID SM-110029 Status ACTIVE County San Mateo Project name Pacifica FY 2010-2011 Pavement Rehab Program

FMS ID 4921.00 Version 1 Implementing Agency Pacifica Sponsor Pacifica

Regional Conformity Last Updated By  
Project Conformity Last Updated By tbryan@mtc.ca.gov On 07/26/2012

Regional Conformity

Air Quality Code 1.10 Air Quality Description EXEMPT (40 CFR 93.126) - Pavement resurfacing and/or rehabilitation

Air Basin San Francisco Bay Area Air District Bay Area AQMD

TCM	TCM Number	VOC	NOX	CO	PM10	PM2.5	CO2
		0.0	0.0	0.0	0.0	0.0	0.0

Project Conformity

Overview: The San Francisco Bay Area has been designated as non-attainment for the 24-hour PM2.5 standard. Beginning December 14, 2010, certain projects are required to complete a PM2.5 hot-spot analysis as part of the project-level conformity determination process. Project sponsors must engage in interagency consultation on the PM2.5 hot-spot analysis through MTC's Air Quality Conformity Task Force. The Conformity Task Force will (1) determine if a project meets the definition of a project of air quality concern and if the project requires undergoing a project-level PM2.5 hot-spot analysis, and (2) review the methods, assumptions and analysis of the PM2.5 hot-spot analysis. The EPA and either FHWA or FTA must concur with the recommendations from the Conformity Task Force. Upon completion of the interagency consultation, project sponsors must seek approval from FHWA or FTA on the PM2.5 hot-spot analysis.

Project Conformity Analysis Summary

Next Step	Responsible Party
Project Conformity Analysis has been completed	

Milestone	Status	Comments
Step 1 - Project Identification	Completed	
Sponsor Input	Completed	
System Determination	Completed	Project exempt from both regional and project level air quality conformity as per 40 CFR 93.126.(Safety - Pavement resurfacing or rehabilitation)
Task Force Determination	Completed	Project is NOT a POAQC per the exemption code listed above Date of Consultation: 3/07/2011 Date of Action: 3/07/2011
Step 2 - Interagency Consultation	N/A	
Sponsor Input	N/A	
Task Force Determination	N/A	
Step 3 - PM 2.5 Hot Spot Analysis	N/A	
Sponsor Input	N/A	

Done Internet 100%

# \* FMS TIP Entry

Add a  
funding line

Because there are a lot of  
questions about entering the  
fund lines....

**Universal Application**

General Information	Description	Location	Funding	Delivery Milestones	Screening Criteria	Contact Information	Project Documents	Air Quality	Review
TIP ID		Project Version number	0	FMS ID	5563.00				
County	San Mateo	Implementing agency		Mode	LOCAL ROAD				
Project name	Sample								

Funding - Step 4 of 7 [Glossary](#) [Application Assistant](#) [Contact Us](#)

[Previous](#) [Next](#) [Add New Fund Line](#) [Save](#) [Cancel](#)

**Note:** Non-editable fund lines represent data from the active project and are only displayed for informational purposes. Only the editable fund lines will be added to the project revision. To deleted newly added fund lines simply click the link that corresponds to the fund line(s) to be deleted. For historical purposes, existing fund lines cannot be deleted, users can only update a zero amount to the fund line to indicate that the Fund Source is no longer used.

**Note:** At least one funding line should be entered.

[Previous](#) [Next](#) [Add New Fund Line](#) [Save](#) [Cancel](#)

Error on page. Internet 100%



# \* FMS TIP Entry

## Entering fund information

Click "Fund Code." The screen below will pop up.

Use pull down to find "CMAQ"

Then click here and select fund code from drop down list

Select appropriate fund source. To be provided by MTC at a later date. We will forward that to awarded project sponsors.

Project Manager Universal Application Report Manager Help

Add Fund Monitoring

Save Cancel

Project Information

TIP ID	County	Project Name	Sponsor	Implementing Agency	FMS ID	Status	Version	Revision No	Last Update
	San Mateo	Sample	CCAG		5563.00	INPROCESS	0		10/26/2012

Sponsor DUNS No Implementing Agency DUNS No County FIPS Code

Fund Programming Information

*Fund Code	*Phase	Appn Year	*Prog Year	*Prog Amount	Approved Funding	Non TIP
	Select One	Select One	Select One		Yes	No

FMS | Fund Codes - Windows Internet Explorer

http://fms.mtc.ca.gov/fms/selectFundCode.do?fundCode=

Please select filter parameters to find available fund code(s):

\*Fund source Select One Authorization Select One

Cycle (Use with STP/CMAQ/RIP/IIP fund sources only) Select One County (Use with RIP only) Select One

Urbanized Area (Use with FTA fund sources only) Select One

Find Available Fund codes Clear

No Records found. Please select proper combination of Fund Source. Close this window by selecting "Close Window" text below. [Close Window](#)

FMS | Fund Codes - Windows Internet Explorer

http://fms.mtc.ca.gov/fms/selectFundCode.do

Please select filter parameters to find available fund code(s):

\*Fund source CMAQ Authorization Select One

Cycle (Use with STP/CMAQ/RIP/IIP fund sources only) Select One County (Use with RIP only) Select One

Urbanized Area (Use with FTA fund sources only) Select One

Find Available Fund codes Clear

Fund Code	Fund Source Code	Authorization	Cycle	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	County	Urbanized Area
select CMAQ-T2-FY00-CM	CMAQ	T2	FY00	CM						
select CMAQ-T2-FY00-CS	CMAQ	T2	FY00	CS						
select CMAQ-T2-FY00-OTHER	CMAQ	T2	FY00	OTHER						
select CMAQ-T2-FY00-RAB	CMAQ	T2	FY00	RAB						
select CMAQ-T2-FY00-RE	CMAQ	T2	FY00	RE						
select CMAQ-T2-FY00-RT	CMAQ	T2	FY00	RT						
select CMAQ-T2-FY01-TLC	CMAQ	T2	FY01	TLC						
select CMAQ-T2-FY02-TLC	CMAQ	T2	FY02	TLC						
select CMAQ-T2-FY98-TLC	CMAQ	T2	FY98	TLC						
select CMAQ-T2-FY99-38	CMAQ	T2	FY99	38						
select CMAQ-T2-FY99-CSCM	CMAQ	T2	FY99	CSCM						
select CMAQ-T2-FY99-RE	CMAQ	T2	FY99	RE						
select CMAQ-T2-FY99-TLC	CMAQ	T2	FY99	TLC						
select CMAQ-T2-SOLAHO	CMAQ	T2		SOL						
select CMAQ-T2-TEA21	CMAQ	T2		TEA21						
select CMAQ-T3-1-AQ	CMAQ	T3	1	AQ						
select CMAQ-T3-1-AQ-EDI	CMAQ	T3	1	AQ	EDI					

Done, but with errors on page.

# \* FMS TIP Entry

## Entering fund information

Fill in remaining information  
then save

Project Manager Universal Application Report Manager Help

Add Fund Monitoring

Save Cancel

Project Information

TIP ID	County	Project Name	Sponsor	Implementing Agency	FMS ID	Status	Version	Revision No	Last Update
	San Mateo	Sample	CCAG		5563.00	INPROCESS	0		10/26/2012

Sponsor DUNS No Implementing Agency DUNS No County FIPS Code

Fund Programming Information

*Fund Code	*Phase	Appn Year	*Prog Year	*Prog Amount	Approved Funding	Non TIP
	Select One	Select One	Select One		Yes	No

Monitoring Information

Project Detail Funding Contacts Location Lineage Comments Delivery Milestones Screening Criteria

TIP ID SM-110026 Status ACTIVE County San Mateo Project name Skyway/Shoreway Bike Route Im

FMS ID 4945.00 Version 2 Implementing Agency Redwood City Sponsor Redwood City

Fund Monitoring Last Updated By marand@mtc.ca.gov On 04/03/2012 For Funding with Programmed Amount 218,000

	Fund Code	Phase	Appn Year	Program Year	Prog Amount	Fund No	Dist	EANO	PPNO	CTC Allocation Date	CTC Allocation Amount	Prefix	Fed Proj ID	FHWA Obligation Date	FHWA Oblig Amount	FTA Grant No.	FTA Grant Date	FTA Grant Amount
<a href="#">View</a>	CMAQ-T4-1-RBP-CO	CON	2012	2012	218,000		04	0412000191L0				CML	5029028	03/16/2012	159,000			
<a href="#">View</a>	OTHER LOCAL	CON		2012	28,200													
<a href="#">View</a>	OTHER LOCAL	PE		2012	5,000													
<a href="#">View</a>	CMAQ-T4-1-RBP-CO	PE	2012	2012	38,000			0400021136L				CML	5029028	10/18/2011	38,000			

Repeat this process for each line of funds.....example:

- Federal PE funds
- Local match for PE funds
- Federal CON funds
- Local match for CON funds

# \* Resolution of Local Support for STP/ CMAQ

Go to this page  
and scroll  
down

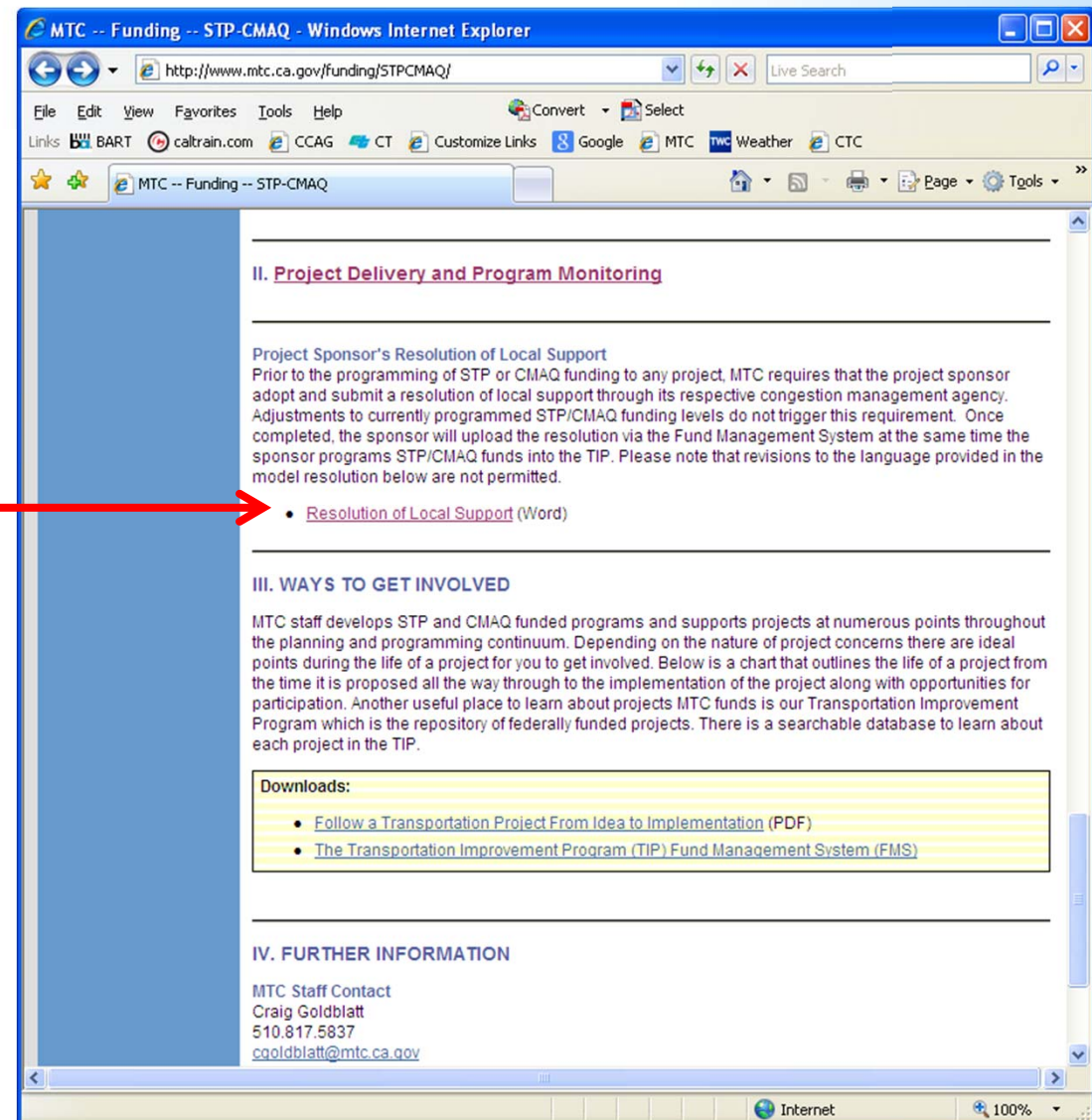


The screenshot shows a web browser window with the address bar displaying "MTC -- Funding -- STP-CMAQ". The website header includes the MTC logo, the text "Metropolitan Transportation Commission", and a search bar labeled "SEARCH MTC SITE". The main navigation menu on the left lists various sections: Home, About MTC, News, Jobs & Contracts, Meetings & Events, Get Involved, Services, Library, Maps & Data, Funding, Planning, Projects, Legislation, and Links. The "Funding" section is currently selected and expanded, showing a list of sub-topics: OneBayArea Grant, TIP, RM 2, STIP (RTIP & ITP), STP-CMAQ, ARRA, Project Delivery / Program Monitoring, FTA, TDA & STA, Proposition 1B Bond Program, and FMS. The main content area is titled "Funding" and "STP/CMAQ". It features a section titled "I. PROGRAM INFORMATION" with a sub-heading "New Surface Transportation Authorization Act". Below this, there is a paragraph explaining the funding process and a list of links: "I. Program Information", "II. Project Delivery and Program Monitoring", "III. Ways to Get Involved", and "IV. Further Information". A "Downloads:" section at the bottom lists two PDFs: "SAFETEA legislation (PDF)" and "STP and CMAQ Program Information (PDF)".

<http://www.mtc.ca.gov/funding/STPCMAQ/>

# \* Resolution of Local Support for STP/ CMAQ

Use the MTC template for your resolution of local support





# \*When do I start my project?

- \* When you are finished with FMS inputs notify us. We will review and contact you if there are any deficiencies. We have the submit “button” and can submit to MTC.
- \* Deadline for FMS submittal is July 12, 2013.
- \* TIP is approved by MTC commission in September and FHWA in October/ November.
- \* Caltrans will entertain Field Reviews after the TIP is approved unless MTC negotiates an arrangement with Local Assistance.

# \* OBAG funds are Federal-Aid funds

STATE OF CALIFORNIA  
Department of Transportation  
Division of Local Assistance  
Office of Policy Development & Quality Assurance



## LOCAL ASSISTANCE PROCEDURES MANUAL

Processing Procedures for  
Implementing Federal and/or  
State Funded Local Public  
Transportation Projects



The screenshot shows a web browser window titled "Caltrans Local Assistance". The address bar shows the URL "http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm". The page has a left sidebar with a list of links: Local Assistance Home, DLA Sitemap, Disadvantaged Business Enterprise, Documents and Forms, Environmental, Inactive Projects, Local Assistance Contacts, Other Links, PE Phase > 10 Years, Program Information, Project Delivery Report, Publications, Recovery Act, Reports and Databases, Training Programs, and Update Notification. The main content area is titled "Local Assistance Procedures Manual—LAPM". It includes an "Important Notice" about DLA Office Bulletins, a paragraph about the LAPM's history, and a "List of Chapters" section. The "List of Chapters" section contains links for LAPM Cover, Cover Letter, Table of Contents, Chapter 1, Chapter 2, Chapter 3, and Chapter 4, each with a brief description of its content.

Caltrans Local Assistance

Local Assistance Home  
DLA Sitemap  
Disadvantaged Business Enterprise  
Documents and Forms  
Environmental  
Inactive Projects  
Local Assistance Contacts  
Other Links  
PE Phase > 10 Years  
Program Information  
Project Delivery Report  
Publications  
Recovery Act  
Reports and Databases  
Training Programs  
Update Notification

Caltrans > Local Assistance > Publications > LAPM

### Local Assistance Procedures Manual—LAPM

**Important Notice:** The Division of Local Assistance (DLA) Office Bulletins are created to disseminate the most recent policy and procedural changes. The [DLA Office Bulletins](#) supersede specific DLA policy and/or procedural publications, including forms. Please make sure to review the Office Bulletins prior to referencing the LAPM, LAPG and LPPs to see if any of the bulletins affect these publications.

The Local Assistance Procedures Manual (LAPM), originally released in February 1998 and reissued January 2006, describes the various procedures required to process Federal and State funded local transportation projects.

Click here to download the [complete LAPM Manual](#) (PDF file format) or you may download the individual chapters listed below. The "details on/off" function shows or hides the LPPs that impacted that particular Chapter.

Please read our [DISCLAIMER](#).

#### List of Chapters

<a href="#">LAPM Cover</a>	LAPM Binder Cover
<a href="#">Cover Letter</a>	Cover letter
<a href="#">Table of Contents</a>	Table of Contents
<a href="#">Chapter 1:</a>	Introduction and Overview, incorporates revisions set forth in: <a href="#">(details on/off)</a>
<a href="#">Chapter 2:</a>	Roles and Responsibilities, incorporates revisions set forth in: <a href="#">(details on/off)</a>
<a href="#">Chapter 3:</a>	Project Authorization, incorporates revisions set forth in: <a href="#">(details on/off)</a>
<a href="#">Chapter 4:</a>	Agreements, incorporates revisions set forth in: <a href="#">(details on/off)</a>

Follow the Federal - Aid Process

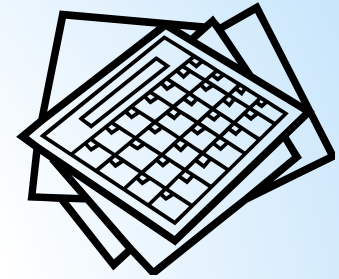
<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

# \* FHWA Delivery Requirements

- \* 11.47% minimum Non Federal match
- \* Air Quality Conformity  
(FMS Air Quality tab and email)
- \* TIP entry
- \* DBE
- \* Approved Quality Assurance Plan (QAP)
- \* NEPA/CEQA clearance
- \* Right of Way Certification
- \* Stay off inactive lists (Award/ Invoice)



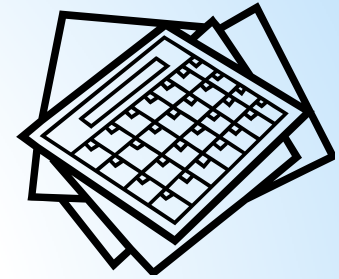
# \*MTC Deadlines from Resolution No. 3606



- \* RFA for construction to Caltrans by January 1 of the year the funds are programmed.
- \* Funds must be obligated by FHWA by March 30 or project will be de-programmed
- \* Contract must be advertised within 6 months of obligation and awarded within 9 months of obligation.

(MTC Resolution No. 3925 says award and PSA are due within 6 months of obligation.)

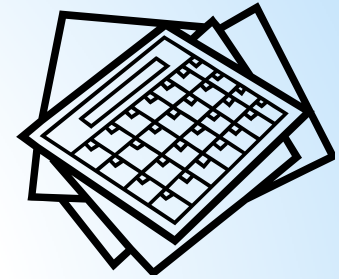
# \*MTC Deadlines from Resolution No. 3606



Example Deadline:

- \* A project is programmed for construction in 2014/15 FY.
- \* Input in FMS is for 2015.
- \* Agency must submit their package request for construction obligation by January 1, 2015 to Caltrans Local Assistance.
- \* February is for package corrections and to address bounce backs from Caltrans and Caltrans HQ.
- \* Project must be obligated by the Feds by March 2015. MTC diverts project funds to other projects in April.

# \*Example causes of project failures



- \* Jurisdictions do not properly anticipate environmental issues and start too late. If you touch any native soil (dirt) anticipate environmental issues. If you are near any source of water anticipate issues.
- \* Jurisdictions do not anticipate right of way issues and start too late. Know where your right of way borders are and who you need encroachment permits or rights of entry from.
- \* Jurisdictions do not anticipate required permits (e.g. coastal commission, BCDC, Regional Water Quality, 4F, Army Corps)
- \* Jurisdictions start too late. Fill out field review form and PES form and schedule Field Reviews as soon as possible to identify issues early.



# \*MTC Deadlines



Hypothetical project programmed in 2014/15 FY (2015 in FMS)

Submit RFA

- City submits advertise ready request for authorization package to Caltrans Local Assistance (Marco Militante) by January 1, 2015 deadline as required.

District to HQ

- District Local Assistance reviews the package.
- Sends R/W cert for R/W office approval.
- Bounces back to City for corrections.
- Forwards to Caltrans Headquarters for approval by February 1, 2015.

HQ to FHWA

- HQ will review the package and bounces the project back to district for more information.
- Marco gets more information from the City and sends it back to HQ.
- HQ sends the project to FHWA on February 20, 2015.

FHWA Approval

- FHWA reviews and approves the project and approves E-76 on March 5, 2015.
- Project is okay because it makes the MTC March deadline.

**(C/CAG will look to redirect fund for projects that do not submit RFAs by January 1 of the delivery year or cannot obligate by March)**



# \*MTC Deadlines from Resolution No. 3606



- \*Execute and return the Program Supplement Agreement (PSA) to Caltrans within 60 days of receipt.
- \*For funds contracted out, a contract must be awarded within 9 months of obligation. (MTC Resolution No. 3925 says Award and PSA are due within 6 months of obligation)
- \*Once obligated, funds must be invoiced against at least once every six months.
- \*Projects must be closed out (paperwork) within six months of final invoice.

# \* Questions?

Contact:

- Jean Higaki at (650)599-1462  
jhigaki@smcgov.org
- Tom Madalena at (650)599-1460  
tmadalena@smcgov.org